

Minutes from preparatory meeting for Training of Trainers & further progress of the project

Date: January 17th, 2012

Place: Trnava University, Trnava, Slovakia

Participants:

- Ankie van den Broek (Royal Tropical Institute)
- Barend Gerretsen (Royal Tropical Institute)
- Peter Pober-Lawatsch (Horizont 3000)
- Margret Steixner
- Adriana Ondrušová (Trnava university)
- Lenka Jančovičová (Trnava university)
- Eva Nemčovská (Trnava university)
- Zuzana Fialová (Trnava university)
- Martina Žáková (Trnava university)
- Juraj Jančovič (Trnava university)
- Alexandra Bražinová (Trnava university)
- Monica O 'Mullane (Trnava university)

Content of the meeting:

- ***Brief overview of CABIS-IDA project progress***
Juraj Jančovič
- ***Preparation of Training of trainers***

Training of Trainers should be divided into 2 parts. First part will take place in February 2012 & second part in May 2012.

Duration of the Training of Trainers – each part will last 3 days

Possible dates for:

- ✓ 1. ToT – 14. -16.2.2012
- ✓ 2. ToT – 14. – 16.5.2012

Recommendations for ToT:

- ✓ Place without distractions from outside (preferably outside of university building – advantage of better socializing of group of trainers, which might help in future progress of the project)

Topics, which needs to be included in 1. ToT:

- ✓ Setting objectives of teaching sessions

- ✓ Session outlines (selection of methodology)
- ✓ Evaluation of teaching sessions
- ✓ Different types of methodologies for teaching
- ✓ Group dynamics
- ✓ Facilitation of teaching sessions (group discussions, motivation, creation of positive atmosphere)
- ✓ Intercultural communication (take into account cross-cutting issues, which needs to be present in all the modules of training program)
- ✓ Self-reflection & coping with criticism
- ✓ Take into account different styles of learning of participants of training program

Topics, which was discussed during need assessment for Training of trainers, but will not be included in 1. ToT:

- ✓ Impact evaluation (including development of Quality assurance system for training program)

- ***Quality assurance & evaluation of the training program***

Quality assurance of the training program should be prepared. Example from Royal Tropical Institute was given:

- ✓ Sessions evaluation (simple questionnaire's for students at the end of the module, with 2 questions – Was topic relevant?, Was presentation well done & points from 1 to 5) – collected by secretariat & each facilitator will get results
- ✓ Module evaluation (done by course management + representatives of students (6)) – report from previous year is reviewed weather action points and recommendations was implemented & new recommendations and action points are issued (once per year)
- ✓ Board of studies – course evaluation every 2 years (done by course management & representatives of students). Report in issued.
- ✓ Advisory board – done once per year - NGOs and other stakeholders are invited
- ✓ Round table conference – every 5 years – alumni + experts + NGOs and stakeholders + Royal Tropical Institute

- ***Preparation of teaching sessions***

For each teaching session should be prepared:

- ✓ Topic sheet (for students & facilitators)
 - Duration of teaching session per topic sheet – 3 – 4 hours
 - Number of objectives per topic sheet – 3 - 4
- ✓ Session outline (for facilitators only)

- ***Marketing of the training program***

Preparation of brochure for potential participants (NGOs...). Brochure should include:

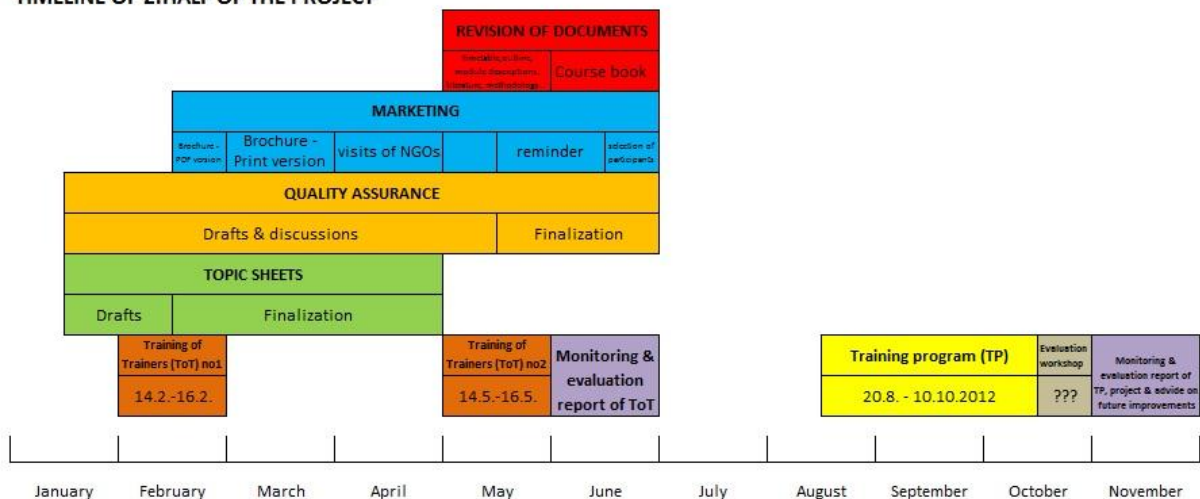
- ✓ Structure & module description
- ✓ Dates, when the training program will take place
- ✓ Target group
- ✓ Teachers enrolled in the training program
- ✓ Information about faculty & project
- ✓ Certificate of attendance
- ✓ Fees
- ✓ Entry requirements (included in application form)
- ✓ Application process
- ✓ Teaching methodology
- ✓ Exams???
- ✓ Graduate profile
- ✓ Number of participants
- ✓ Contact person in case of any questions (telephone number, e-mail address)
- ✓ Possibilities of accommodation

Timeline of marketing:

- ✓ FEBRUARY 2012 (PDF version of brochure)
- ✓ MARCH 2012 (print version of brochure)
- ✓ APRIL 2012 (visits of NGOs)
- ✓ JUNE 2012 (reminder)

• **Timeline of second half of the project**

TIMELINE OF 2. HALF OF THE PROJECT



TIMELINE OF TRAINING PROGRAM

Topic	Date	Topic	Date	Topic	Date	Topic	Date
Trends in DC & HA	20.-24.8.2012	Cultural sensitivity in Development Work 1	27.8.-29.8.2012	Cultural sensitivity in Development Work 1	3.9.2012-5.9.2012	Community development	10.9.-12.9.2012
						Project management	17.9.-19.9.2012
						Particularities of work with vulnerable groups	24.9.-26.9.2012
						Community health care	1.10.-3.10.2012
						Public health with focus on environmental health issues	8.10.-10.10.2012
August		September				October	

- ***Roles and responsibilities in the project team for the second half of the project - exercise***

1.part –

- Each module should write down their members & on scale from 1 (minimum) to 5 (maximum) indicate level of performance.
 - ✓ Trends in DC&HA – **Lenka Jančovičová**, **Zuzana Fialová (leader)**, **Juraj Jančovič (drivers)**, Ondrej Botek, Zuzana Králová – 3,5
 - ✓ Cultural sensitivity in development work – **Juraj Jančovič (leader)**, Zuzana Fialová, Lenka Jančovičová, Ondrej Botek, Alena Uričková, Ladislav Bučko, Zuzana Králová, Ingrid Juhásová, Zuzana Karabová – 3,5
 - ✓ Project management – **Alexandra Bražinová (leader)**, Zuzana Fialová, Kristína Grendová, Marek Majdan (resource person) – 2,5
 - ✓ Community development – **Monica O ´Mullane (leader)**, Juraj Jančovič, Ladislav Bučko, Zuzana Fialová, Adriana Ondrušová - 4
 - ✓ Particularities of work with vulnerable groups – **Martina Žáková (leader)**, Ondrej Botek, Zuzana Králová/Adela Novotná, Petra Sláviková, Dária Pecháčová (resource persons) - 1
 - ✓ Community health care – **Adriana Ondrušová (leader)**, Alena Uričková, Kristína Grendová - 2
 - ✓ Public health with focus on environmental health issues – **Marek Majdan (leader)**, Eva Nemčovská, Monica O ´Mullane – 2,5 (problem with deadlines)
- Discussion about the reasons of weak performance & possibilities of increasing the performance

2.part –

- Other activities, which araised during 2.half of the project
 - ✓ Quality assurance
 - ✓ Marketing
 - ✓ Logistics
 - ✓ Revision of documents
- Discussion – who might take responsibility for the new-araised activities
 - ✓ Quality assurance – module coordinators (Juraj Jančovič, Zuzana Fialová, Alexandra Bražinová, Martin Rusnák, ???)
 - ✓ Marketing (Juraj Jančovič, Zuzana Fialová, Lenka Jančovičová, Adriana Ondrušová, ???)
 - ✓ Logistics (Juraj Jančovič, ???)
 - ✓ Revision of documents (Juraj Jančovič, Zuzana Fialová, Adriana Ondrušová, Monica O ´Mullane, Martin Rusnák, ???)

End of the meeting

Minutes written by: Juraj Jančovič

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